

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1102

**TITLE:** DEPUTY DIRECTOR DEPARTMENT OF INFORMATION TECHNOLOGY

**GRADE:** S-37

**DEFINITION:**

Under administrative direction, assists the Director of Information Technology in managing, administering, planning and coordinating information technology initiatives, programs and policy; manages and provides oversight for the daily operations of the department; supervises the operational divisions in the department; responsible for the coordination of the technology platforms and practitioners across the divisions and subordinate branches to ensure seamless implementation of solutions; acts in the Director's absence; serves as Chief of Staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Deputy Director of Information Technology is distinguished from the IT Program Director II in that the Deputy Director of Information Technology assists the Director of Information Technology in managing the entire department whereas the IT Program Director II oversees a major IT program area.

The Deputy Director of Information Technology is distinguished from the Director of Information Technology in that the Deputy Director assists the Director in managing the entire scope of the Department of Information Technology whereas the Director of Information Technology has ultimate accountability for the entire Department of Information Technology and is the Chief Technology Officer.

**ILLUSTRATIVE DUTIES:**

Directs daily operations of the technology functions in the department;  
Supervises division directors;  
Implements projects in County IT Plan and DIT operational programs;  
Develops and manages DIT Multi-disciplinary Management Team;  
Develops departmental policies and procedures and ensures compliance across the divisions;  
Develops County-wide technology support and maintenance capability;  
Implements departmental budget in achieving DIT operational and strategic goals;  
Develops tactical plans for the deployment of information technology initiatives, programs, and projects;  
Ensures compliance with County IT architecture, practices and standards;  
Ensures operability, sustainability, capacity, scalability, and security and integrity of the County's systems and supporting infrastructure;  
Ensures optimal departmental performance and service delivery;  
Serves as the department emergency executive on County Emergency Management Coordinating Committee;

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Leads efforts to ensure disaster recovery and continuity of operations;  
Develops policies and procedures;  
Develops process for alignment and synchronizations of applications and infrastructure strategy and deployment;  
Recommends and implements organizational structure and business process improvements in DIT;  
Develops departmental Continuity of Operations and Disaster Recovery strategy and plan for DIT and County departments' IT assets and resources;  
Conducts performance management activities;  
Advises Department Director and senior management on technical issues of deploying technology solutions in applications and infrastructure (e.g. software implementation, communications and network, data center, server platforms, desktop standards);  
Acts as a senior IT consultant, providing technical guidance as needed;  
Develops both strategic and tactical, County-wide information technology (IT) plans;  
Studies, evaluates, plans and implements new IT solutions and techniques;  
Evaluates alternatives for deployment in alignment with the County's business and goals, including cost-benefit and return on investment calculations;  
Enforces County-wide information technology architecture, policies and standards;  
Projects future information technology growth and conducts capacity planning and requirements studies;  
Identifies future training needs for DIT and County-wide IT professionals;  
Develops succession plans and tracks for DIT IT professional and management staff;  
Remains current with technology product and vendor evolution in order to position the County for future technology investments.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of contemporary information systems analysis, design, construction, integration, operation, security and maintenance in a large, diverse business and technology environment;  
Extensive knowledge of computer hardware and software including mainframe, Unix and Windows Server platforms, middleware platforms, WEB, and desktop and mobile devices;  
Extensive knowledge of network (local and wide area) and telecommunications theory and equipment;  
Knowledge of computer science and system theory;  
Knowledge of system integration and interoperability;  
Knowledge of data administration and database administration;  
Knowledge of technology protocols, standards, and associated processes;  
Knowledge of IT contract management and project management;  
Knowledge of IT quality standards and processes;  
Ability to supervise senior technical management staff;  
Ability to analyze complex technical data and draw sound conclusions;  
Ability to organize, plan, and direct a variety of complex technical operations;

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Ability to present ideas effectively, both orally and in writing;

Ability to maintain effective working relationships with customer departments, associates, County officials and the public;

Ability to work with senior management to identify business opportunities and achieve success through effective employment of technology;

Ability to discuss complex technical issues, develops feasible alternatives, and explains options to senior management.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Master's degree in information technology, computer science, business, telecommunications, or a related field; PLUS

Ten years of increasingly responsible experience in applying information technology to meet the needs of a government or business organization.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REGRADED:	March 6, 2009
REVISED/RETITLED:	July 11, 2006
ESTABLISHED:	July 18, 1994